

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



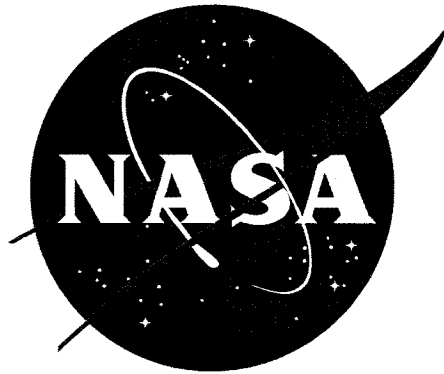
August 28, 2008

Reply to Attn of: Office of Small Business Programs

TO: Ms. Karen Hontz, Director for Government Contracting
FROM: Assistant Administrator for the Office of Small Business Programs
SUBJECT: Fiscal Year 2009 Small Business Procurement Scorecard Plan Submission

The National Aeronautics and Space Administration (NASA) is excited to submit it's Small Business Procurement Scorecard plan for FY-09. As requested by the Small Business Administration in it's letter of January 10, 2008 and as instructed in the attached Guidance Document, we have addressed each evaluation measure. Should you require additional information or clarification, please do not hesitate to contact me at (202) 358-2088 or by email glenn.a.delgado@nasa.gov.


Glenn A. Delgado



**SMALL BUSINESS PROCUREMENT SCORECARD EVALUATION FORM
SCORECARD - PLAN FOR FY 2009**

AGENCY: NASA

EVALUATOR: _____

DATE: AUGUST 29, 2008

PLAN (RIGHT SIDE OF SCORECARD)

Evaluation Measure #1 (First Scorecard - Plan)

Implemented strategic plan to increase the number of *competitively* awarded contracts to small businesses during the period.

NASA RESPONSE to Measure #1

- NASA established the FY-2009 Small Businesses Improvement Plan (SBIP), which is a strategy to increase the number of competitively awarded contracts to small businesses during the period.
- NASA holds quarterly Small Business Specialists (SBS) Council meetings to address all small business issues, including strategies to increase the number of competitively awarded contracts to small businesses.
- The Assistant Administrator (AA), Office of Small Business Programs (OSBP), will speak at the NASA Procurement Officers Conference about the agency's Scorecard rating, to solicit support for the Small Business Program's effort to increase the number of competitively awarded contracts to small businesses during this period.
- NASA issues small business guidance in the form of Procurement Information Circulars that provide policy that encourage competitive awards to small businesses.
- As part of the overall OSBP strategic plan, the NASA Small Business Advocates Awards Program was established to recognize personnel who are instrumental in assisting the agency to increase the number of competitively awarded contracts to small business.

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- Yes or No? _____ Agency clearly defined and documented a strategy to increase competitive opportunities under procurement preference programs.

Brief Agency Comment for Scorecard:

The NASA strategic plan contains both documented policies and procedures and initiatives that focus on increasing competitively awarded contracts to small businesses. The new NASA Small Business Advocates Awards Program strongly incentivizes the procurement, technical, and program management communities to increase awards to small businesses.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 2 (First Scorecard – Plan)

Demonstrated top-level Agency commitment to small business contracting during the period.

NASA RESPONSE to Measure # 2

- The Assistant Administrator, OSBP, will brief the NASA Operations Management Council (OMC) in FY 2009 on the status of the Small Business Program. The OMC is chaired by the agency's Deputy Administrator and is made up of all ten Center Directors and NASA senior staff.
- NASA's Associate Deputy Administrator will support the OSBP by attending the upcoming Small Business Improvement Plan meeting and actively participate in the development of the FY 2009 Small Business Improvement Plan.
- The Assistant Administrator, OSBP, attends the Source Selection Authority (SSA) meetings for all Agency-level procurements.
- The Assistant Administrator, OSBP, attends the weekly Senior Staff meeting chaired by the agency's Deputy Director, to report on the status of the Small Business Program.

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- Yes or No? _____ Agency provided a documented expression of top-level agency commitment.

Brief Agency Comment for Scorecard:

As the Assistant Administrator for the Office of Small Business Programs, I am afforded access to the agency's Board of Directors and all three NASA Senior Management Governance Councils to provide briefings on the activities of the NASA Small Business Program and to solicit their commitment to improving every aspect of the program. The Administrator and Deputy Administrator support the program unequivocally and provide me with the necessary tools for improving it.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 3 (First Scorecard – Plan)

Planned significant events to increase small business participation in the procurement process during the period.

NASA RESPONSE to Measure # 3

- In FY 2009, NASA plans to sponsor conferences and expos to increase small business participation in the Agency's procurement processes. These conferences include the KSC Expo, Jet Propulsion Lab (JPL) High Tech Conference, the NASA Symposium, and other Center-specific conferences.
- NASA will participate in the following conferences during FY 2009: National Veterans Conference, SBA Matchmaking events, Congressionally-sponsored events, conferences sponsored by the National Association of Women Business Owners, and National SDB Conference.
- Centers are required to submit semi-annual reports that track the Small Business Specialists' participation in acquisition planning processes to ensure small business participation.
- Center Small Business Specialists submit, on a semi-annual basis, a complete listing of the conferences they attend and their level of participation at the event (e.g., as speaker, matchmaking, exhibitor).

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- The acquisition community participates in center-level Small Business Alliance Forums to ensure that local small businesses are aware of all prime and subcontracting opportunities at the center.
 - On a monthly basis, NASA issues a "90-Day Report" that documents the entire agency's outreach events, including all the outreach planned by the OSBP.
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- Yes or No? _____ Agency clearly enacted a comprehensive small business program.

Brief Agency Comment for Scorecard:

NASA is very active in small business outreach. NASA historically has been and will continue to be a major sponsor on many outreach and educational activities.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 4 (First Scorecard – Plan)

Demonstrates that small business data is accurately reported in FPDS-NG during the period

NASA RESPONSE to Measure # 4

- NASA's Office of Procurement certifies the accuracy of the data within FPDS-NG, as required.
- Center Procurement Officers submit semi-annual reports to Headquarters, verifying the accuracy of their data in FPDS-NG.
- NASA has established the Procurement Data Delivery Team (PDDT) to ensure that data and reports in the Office of Procurement's data architecture are current, accurate, and complete.
- NASA holds quarterly metrics meetings with the Small Business Specialists Council, to review the accuracy of the FPDS-NG data.
- Small business procurement metrics are provided monthly to senior management.
- NASA uses opportunities such as one-on-one counseling with small businesses and speeches during outreach events to encourage small businesses to keep their information in the CCR database updated, so as to accurately reflect the company's size and socioeconomic status.

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- Yes or No? _____ Agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

Brief Agency Comment for Scorecard:

NASA is committed to ensuring that the agency's procurement data is accurate and timely. The NASA FY-2009 Small Business Improvement Plan reflects the agency's commitment to ensuring the small business data is accurately reported in FPDS-NG.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 5 (First Scorecard – Plan)

Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period

NASA RESPONSE to Measure # 5

- NASA uses the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals. On a semi-annual basis, each NASA Center reports on the number of large prime contractors that are meeting the subcontracting goals.
- NASA has begun incorporating into its contracts new award fee clauses pertaining to prime contractor utilization of small businesses.
- NASA will incorporate clauses in solicitations and resulting contracts, to ensure that the large prime contractors will report on their subcontracting goals on a semi-annual basis. The contractor's performance in achieving its subcontracting goals will be reflected in its award fee.
- OSBP sends out periodic updates and eSRS user group notes on subcontract reporting to small business and contract specialists.

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- NASA is represented on the eSRS Configuration Control Board.

- Yes or No? _____ The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.

Brief Agency Comment for Scorecard:

NASA is developing new contractual policies and procedures that will improve the enforcement of subcontracting performance.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 6 (First Scorecard – Plan)

Demonstrated no unjustified bundling has taken place during the period

NASA RESPONSE to Measure # 6

- NASA OSBP will review the FPDS-NG database on a quarterly basis to track any procurement coded as “Bundled,” to ensure that proper justification is included in the procurement file.

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- Yes or No? _____ The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period.

Brief Agency Comment for Scorecard:

The Assistant Administrator, OSBP, is involved in all agency-wide procurements to ensure that any procurement that may potentially be bundled is properly documented and processed as such.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 7 (First Scorecard – Plan)

Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period

NASA RESPONSE to Measure #7

- NASA will track the progress of all training provided to acquisition and senior management personnel throughout the Agency, via the Small Business Report submitted to the OSBP in June and December of each year.
- The Assistant Administrator, OSBP, will speak at the NASA Procurement Conference to provide training to the agency's contracting personnel.
- NASA OSBP will develop a formal training course that will be offered to acquisition personnel throughout the agency.

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- Yes or No? _____ The Agency has planned training for contracting staff/managers in executing small business/socioeconomic procurements.

Brief Agency Comment for Scorecard:

NASA is committed to providing training to ensure that the agency's contracting, program, and technical personnel are knowledgeable of the various socioeconomic programs that will assist them in the procurement planning process.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 8 (First Scorecard – Plan)

Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period

NASA RESPONSE to Measure #8

- NASA Assistant Administrator, OSBP, is an active participant in the Small Business Procurement Advisory Council, which discusses small business procurement policy.
- NASA has and will continue to participate on SBA ad-hoc committees.

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- Yes or No? _____ The Agency has planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.

Brief Agency Comment for Scorecard:

NASA Assistant Administrator, OSBP, is an active participant in the Small Business Procurement Advisory Council and is very responsive to any and all requests from the SBA on the development of small business procurement policy.

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 9 (First Scorecard - Plan)

Agency submits by attachment copies of all strategic plans that became due to SBA during the reporting period

NASA RESPONSE to Measure #9

- NASA will comply with SBA's requirement that copies of strategic plans and annual reports be submitted within the reporting periods documented in Attachment (6). Currently, no reports cited on Attachment (6) are due on this date.

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- Yes or No? _____ Agency has met 100% of deadlines for all required strategic plans and annual reports that were due to SBA.

Brief Agency Comment for Scorecard:

NASA will submit all reports cited in Attachment (6) on the due dates.

Evaluator Comments:

Brief SBA Comment for Scorecard: